



Job Description

KEY INFORMATION	
Post title:	After School Club Assistant
Grade:	4
Responsible to:	Wrap Around Care Manager
Responsible for:	n/a

OVERALL PURPOSE OF JOB
To support the smooth running of the school's after school provision. Deliver and provide activities for the children, creating a positive, safe and happy environment.

MAIN DUTIES AND RESPONSIBILITIES	
1	Deliver age appropriate activities and experiences for pupils
2	Ensure the after school provision offers a safe and stimulating play environment
3	Assist with the preparation of activities, resources and displays and the maintenance of equipment
4	Ensure the hygienic preparation of refreshments and the safe condition of catering equipment.
5	Provide personal care as required
6	Ensure appropriate supervision at all times.
7	Develop good relationships with pupils, parents and school staff in a professional context
8	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner
9	Assist in the implementation of appropriate behaviour management strategies as required
10	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting



GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	First Aid qualification (or willingness to undertake)
3	Food hygiene qualification (or willingness to undertake)
Experience	
1	Experience of working with children or young people
2	<i>Experience of working in a school, educational or playwork setting (desirable)</i>
Skills/Knowledge/Abilities	
1	Knowledge of child development and children's personal development needs
2	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers
3	Ability to know when to refer issues on to a senior member of staff
4	Ability to employ strategies which promote good behaviour and discipline
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Flexibility, with good organisational skills and the ability to adapt to changing needs and circumstances
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check